CITY OF GREENBELT, MD **CLASS SPECIFICATION**

CLASS TITLE: Assistant to the City Clerk

SALARY GRADE: 14 DEPARTMENT: City Manager **FLSA STATUS: N REPORTS TO:** City Clerk **DATE: 03/20**

JOB SUMMARY AND DISTINGUISHING FEATURES OF THE WORK:

This position will serve as the Assistant to the City Clerk. This is an advanced level administrative position that will provide support for a wide variety of legislative and administrative activities under the purview of the City Clerk's office. This position reports directly to the City Clerk.

ESSENTIAL JOB FUNCTIONS: (Functions vary by department, not all tasks are performed by all incumbents.)

Assist with the coordination, preparation and distribution of City Council agendas, agenda packets, and legal notices.

In the absence of the City Clerk, performs the City Clerk duties such as attending, recording and taking minutes of the meetings (attending one meeting a week is mandatory).

Performs follow-up activities resulting from Council meetings, including preparation and distribution of minutes, legal notifications and the tracking of committee actions and appointments.

Assist the City Clerk and Board of Supervisors of Elections in the administration and conduct of City elections.

Assist in City Council meeting scheduling, contacts invites, track confirmations and schedule changes.

Performs basic office and clerical duties such as making copies, sending and receiving faxes; distributing faxes to appropriate staff/department, and obtaining signatures on documents as needed.

Retrieves, opens, stamps, sorts, and distributes incoming, interoffice, and outgoing mail and packages including FedEx and UPS.

Provides telephone reception services to the general public and/or staff; assists callers or routes to appropriate staff.

Assist in maintaining a records management system, archives, and City record retention schedule.

Provides information and assistance to residents and others having business with the City; responds to requests for information within the scope of authority and training

Researches and locates information for City Council, citizens, and staff members.

Develops knowledge of the policies, procedures and specific functions of the City Clerk's Office.

Promotes City goals and priorities in compliance with policies and procedures.

Work hours are typically between the business hours of 8:00 a.m. to 4:30 p.m., however this position will require evening hours which may be scheduled and flexed.

IMPORTANT JOB FUNCTIONS:

Research and write memos or reports, as needed or assigned

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Computer General Office Equipment

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

High School Diploma or equivalent, Associate Degree in Business or related field is desirable; and,

Three to four years of progressively responsible related experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Certified Municipal Clerk desirable (If incumbent is not a Certified Municipal Clerk they must be working towards the designation and obtain within 5 years of being in the position)

KNOWLEDGE, SKILLS, AND ABILITIES:

Organization and functions of municipal government is strongly desired

Proficient use of Microsoft Office, maintaining records, files and binders

Knowledge of the Agenda Planner is desired

Key skill and ability to provide excellent customer service dealing tactfully and courteously with the public

Be able to communicate effectively both verbally and in writing..

Ability to establish and maintain effective working relationships with fellow employees, city officials, other government agencies, and the general public.

Ability to work independently, multitask, and coordinate and organize multiple projects.

While performing the essential functions of this job, the incumbent is regularly required to sit; use hands to grasp, handle, or feel objects; speak and hear; read and write; keyboard; and occasionally lift, carry, push or pull objects weighing up to 10 pounds.

Working Conditions:

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust. Work requires walking, standing, bending, carrying items under 25 pounds, such as books, files, papers, etc.

The incumbents working conditions are typically quiet.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.